

MARISOL QUINTERO

Senior Litigation Paralegal

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Litigation paralegal with seven years supporting commercial and employment cases through discovery, depositions, and trial. Lead Relativity reviewer who has cut review hours and surfaced key documents that shaped case strategy. Notary and certified e-filer across state and federal courts in NC, SC, and VA.

EXPERIENCE

Senior Litigation Paralegal, Holbrook & Vance LLP | Raleigh, NC | 2021-Present

- Manage discovery on 14 active matters, including a \$6.2M breach-of-contract case that settled on the eve of trial
- Built Relativity review protocols and training workflows that trimmed associate review time by roughly a third
- Coordinate 30-plus depositions a year: scheduling, exhibits, court reporters, errata tracking
- Train two junior paralegals on e-filing in EDNC and Wake County Business Court
- Drafted privilege logs and 30(b)(6) deposition outlines that partners used with minor edits

Litigation Paralegal, Carrigan Doyle PLLC | Durham, NC | 2018-2021

- Supported two partners on commercial litigation, employment, and trade-secret matters
 - Cite-checked briefs in Bluebook and assembled appendices for NC Court of Appeals filings
 - Indexed and produced 180,000+ pages across ten productions using Concordance and Everlaw
 - Prepared trial notebooks and exhibit binders for a four-week jury trial
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EDUCATION

- ABA-Approved Paralegal Certificate, Meredith College, 2017
 - B.A. Political Science, UNC Greensboro, 2016
 - NC Notary Public, (commission through 2026)
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SKILLS

- Relativity, Everlaw, Concordance
- Discovery management and privilege logs
- Bluebook cite-checking
- Westlaw, Lexis+
- PACER, CM/ECF, NC eCourts
- Deposition prep and exhibit coordination
- Trial notebook assembly
- Spanish (fluent, written and spoken)